

**MINUTES**  
**STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES**  
**Tuesday, October 20, 2020, 1:00 p.m.**  
Meeting via Zoom

Please contact the library in advance for the Meeting ID and Passcode.

Zoom link:

<https://us02web.zoom.us/j/87996242762?pwd=bU96TTZyeElsb01Sd09DTIRjY0xSdz09>

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 1:20.

No public present.

Members Present: Maureen Davey, Chair; Lynda Grande, Kathleen Ralph, Linda Halstead Acharya, and Angie Osborne were present from the Board. Jennifer Reed, Secretary was present.

1. Approval of Minutes – September 8, 2020 and September 30, 2020 – Lynda moved to approve the minutes for September 8<sup>th</sup> and September 30<sup>th</sup>. Angie seconded. Motion passed.
2. Communications - None
3. Financial reports
  - a. Coal Severance Tax Funds – Funds to be deposited into Federation account. Lynda moved to purchase Zoom conferencing for the library out of Federation funds. Linda seconded. Motion passed.
4. Library Director's Report – Brief discussion held.
5. Unfinished Business:
  - a. Minor changes to general library policies
    - i. Internet use – Kathleen moved to approve the policy changes. Lynda seconded. Motion passed.
    - ii. Volunteer policy addition per conversation with Joe Morse – Lynda moved to approve the policy changes. Angie seconded. Motion passed.
    - iii. Policy review by County Attorney – All policies will be sent to the county attorney for review. If Nancy Rohde sees nothing problematic, the policies will be posted on the library website on 10/26/20.
  - b. Garden Security – A sign has been posted, which has ceased the after-hours crowds in the garden. A lock has been purchased to be installed.
6. New and Miscellaneous business:

- a. Job Descriptions – Kathleen approved the job descriptions as amended pending Joe’s response on pre-assigning which position will be FT and which will be PT. Linda seconded. Motion passed.
  - b. Communication – Kathleen requested all library communication run through the Board chair prior to being dispersed.
  - c. Holiday closures – Election Day, Veteran’s Day, Thanksgiving, Christmas – Lynda moved to close the library November 3<sup>rd</sup> (Election Day), November 11<sup>th</sup> (Veteran’s Day), November 26<sup>th</sup> and 27<sup>th</sup> (Thanksgiving), December 24<sup>th</sup> at noon – December 26<sup>th</sup> and that the director notify staff of non-county paid days that will require comp or vacation time to be used. Kathleen seconded. Motion passed.
  - d. Interview Committee – Maureen, Jennifer, and Khali will serve on the interview committee.
  - e. Card Catalog – Lynda moved to tell the museum that they library is not interested in the piece of furniture. Linda seconded. Motion passed.
  - f. New Building Committee – Linda, Kathleen, and Jennifer will serve on the new building committee. The previous Steering Committee material will be used and adjustments will be made as necessary. Jennifer will contact the Commission to set up a meeting so the committee can be informed regarding anticipated changes from the previous library plan (i.e. meeting room, restrooms...) with it possibly being on the first floor of the county building.
  - g. Covid and Future Operations – Lynda voted to return the library to an appointment only status with a maximum occupancy of 10 and outreach to schools/Park City continuing beginning October 26th. Kathleen seconded. Motion passed.
7. Announcements - None
  8. Adjournment - The meeting was adjourned at 3:00.

Next Meeting Monday, November 2, 2020, 1 p.m.

Action Items:

- Budget Committee to follow up on depreciation/capital improvement funds
- Maureen to contact MACo regarding interviews
- Jennifer to contact Joe regarding negotiable hours
- Maureen to contact the museum regarding the furniture